HIDING RECORDS

At times when children leave the setting, or when families leave an area, voucher companies are no longer valid or when a staff member resigns you might want to hide their records from view.

The other alternative is to delete. However these details have become part of the record history, and it may be necessary to view this information at a later date. (Ofsted may insist!) Hence it makes sense to hide records rather than delete them.

Hiding a person will prevent them from appearing in lists and reports, it also prevents the records appearing in the Autofill system (the drop down boxes with all the names in them) when you are working with things like the attendance register.

After a few years there will be more redundant data than there is active data, hence it makes sense to be able to hide old data, but not get rid of it completely.

The intention of the hidden function is to hide leavers and not to swap the adults and children in and out of view as part of the everyday use of the program.

To hide a record:

Where you see a tick box on a screen relevant to the person (or whatever) you are dealing with, put a tick in the HIDE box.

To unhide a record:

1. *Menu Bar > View > Hidden Records > ensure the tick is NOT present beside Hidden Records > click Hidden Records*

2. All Hidden records in SuperFox will now be accessible

3. Locate the record/person you want to unhide > remove the tick from the "Hide" box >

4. Return to the View menu at the top of the screen.

5. Click Hidden records (this will restore the original settings where all hidden records are invisible)

* IMPORTANT *

If you hide records and un-hide them again, be very careful to return them to their intended state before using the program to work with family accounts or records.

The hidden status also affects the inclusion of children and families in invoice batches, reminders and family account related reports. If the children and adults are not either hidden or unhidden as expected your reports could be affected.